

# Colorado Funeral Service Board Certification Program Requirements

CERTIFICATION REQUIREMENTS	CMSP	CFD		CET		INT
	Certified Mortuary Science Practitioner	Certified Funeral Director <b>Option A</b>	Certified Funeral Director <b>Option B</b>	Certified Embalming Technician <b>Option A</b>	Certified Embalming Technician <b>Option B</b>	Certified Intern / Trainee
<b>Application Fees</b> (non-refundable)	\$100	\$100	\$100	\$100	\$100	\$100
<b>High School completion or GED</b> (transcript or diploma required)	High school completion or GED required	High school completion or GED required	High school completion or GED required	High school completion or GED required	High school completion or GED required	High school completion or GED required
<b>Completion of academic college or university</b> (60 semester hours or 90 quarter hours, may include mortuary science training; official college transcripts required)	Minimum 60 semester hours or 90 quarter hours	Minimum 60 semester hours or 90 quarter hours	N/A See minimum case requirements below	Credits not required unless college credit is from mortuary school	N/A	N/A
<b>Completion of mortuary science training at an ABFSE accredited Mortuary Science School</b> (official college transcripts required)	Completion of accredited mortuary science college required	N/A	N/A	Completion of accredited mortuary science college required	N/A	N/A
<b>75% overall passing score on National Board Arts &amp; Science Exams</b> (official statement from ICFSEB required)	Must pass National Board Exams	N/A	N/A	Must pass National Board Exams	N/A	N/A
<b>Internship under supervision of currently certified CMSP</b> (original notarized affidavit required)	12 months (1 year)	24 months (2 years)	72 months (6 years)	24 months (2 years)	48 months (4 years)	N/A
<b>Minimum number of documented cases supervised by CMSP required for internship</b> (original notarized affidavit required)	N/A	50 supervised funeral directing cases	150 supervised funeral directing cases	50 supervised embalming cases	100 supervised embalming cases	N/A
<b>Annual Renewal Fee</b> (January-December; lapsed after 1/31)	\$90 +\$25 after 1/31	\$90 +\$25 after 1/31	\$90 +\$25 after 1/31	\$90 +\$25 after 1/31	\$90 +\$25 after 1/31	\$90 +\$25 after 1/31
<b>Continuing education hours required for annual certification renewal</b> (CE required for Active status. May renew with 0 hours at Inactive status upon payment of annual fee.)	6 contact hours per year for Active Status	6 contact hours per year for Active Status	6 contact hours per year for Active Status	6 contact hours per year for Active Status	6 contact hours per year for Active Status	6 contact hours per year for Active Status

\*If applying for CFD-CET dual certification, the total application fee is \$100 and both application forms must be submitted. Annual renewal for CFD-CET is \$90.

## Application forms online at [www.cofda.org](http://www.cofda.org)

**Applications are reviewed by the CFSB Board on a quarterly basis in February, May, August and November.**

Application forms, non-refundable application fees, and all supplemental materials must be received no later than the 15th day of the month prior to the quarterly meeting to be considered for approval, or the application may be deferred for review until the next quarterly meeting. All applicant materials must be in English – foreign language translation is the responsibility of the applicant.

*Reciprocity/equivalency will be considered for applicants licensed in other states when applicant meets or exceeds the above requirements.*

### Colorado Funeral Service Board

A Voluntary Professional Certification Agency for the Advancement of Professionalism in Funeral Service in Colorado

c/o Colorado Funeral Directors Association, P. O. Box 631664, Highlands Ranch, CO 80163-1664

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